

## 2014 Special Event Requirements Checklist

Event:

Event Date:

EVENT ORGANIZER -	RECEIVED	REQUIRED
Special Event Permit Application		*****
Security /Traffic Plan submitted to Metro Park Police <i>(Estimated crowd size of 500 or more)</i>		
Proof of Insurance - General Liability		
Proof of Insurance -Liquor Liability		
Routes for all run or walk events in Metro Parks must be reviewed and approved by Parks Staff before it is approved		*****
Sanitation Deposit		*****
Public Works - Special Event Permit <i>(Events with impact outside a Metro Park)</i>		
Health Department informed and inspection scheduled if special event involves food vendors		
Beer Board Permit		
Liquor or Wine Permit (Alcohol & Beverage Commission) State		
Tent Permit - Fire Marshall informed/inspection scheduled if tent is larger than a 10 x 10		
Portable Toilets, including handicap accessible units ordered		
Recycling Plan Submitted		*****
Special Event Fees Paid to Metro Parks		*****